



City of Huntington Beach
Community Services Department
2000 Main Street, Huntington Beach, CA 92648-2702
(714) 536-5486

SECURITY AGREEMENT GUIDELINES

Must be a licensed and bonded, uniformed security guard employed by an authorized security company with liability insurance on file with the City of Huntington Beach is required.

A certificate of hire must be filed with the Community Services department a minimum of thirty (30) days prior to the event date.

If security is cancelled or fails to be present at the designated time the function will be cancelled immediately and all deposits and fees will be forfeited.

It will be the responsibility of the security agency to provide the following:

1. **Insure only Beer, Wine & Champagne is served.**
2. Enforce the **five (5) hour alcohol usage limit** as stated on the Alcohol Usage Requirements form.
3. Insure alcohol consumption **ends a minimum of one-hour before the event ends.**
4. Insure alcohol remains within the permitted rental hall.
5. Observe and enforce the "NO SMOKING" policy in all facilities.
6. Maintain orderly crowd control at assigned event.
7. Enforce general Community Center policies.
8. Be prepared to contact Huntington Beach Police Department should the event become unruly.
9. Insure maximum attendance (specified on facility application and this agreement) is not exceeded.

Name of Applicant _____ Date(s) of Event _____

Facility / Maximum Attendance	Number in Attendance (Includes Guests, Vendors and Staff)	Number of Required Security Guard(s)	Arrive Time of Security*		Depart Time of Security	
Harbour View Clubhouse/ 150		1		<input type="checkbox"/> am		<input type="checkbox"/> am
Lake Park Clubhouse / 100		1		<input type="checkbox"/> pm		<input type="checkbox"/> pm
Newland Barn / 200		<input type="checkbox"/> 2 or <input type="checkbox"/> 3				

*Security must arrive one-hour prior to guest's arrival or one-half hour prior to alcohol arriving at location, whichever is first.

The failure to fulfill any obligation within this document and/ or the Application for Use of Facilities or violate any provisions herein shall be considered a breach of facility use, and will result in immediate termination of the event and the forfeiture of all fees and deposits.

I have read and understand the above information and agree to comply with these policies.

Applicant Signature

Date

Security Company Name

Signature of Security Representative

Date

Note to Applicant: Return this agreement signed by the security company representative with a copy of your security contract to the Community Center at least thirty (30) days prior to your scheduled event.

Due By _____